

May 25, 2016

**Subject:** Changes to SCEIS SRM Processes as a Result of March 7, 2016 SAP Support Pack Implementation

**Audience:** AST Leads, Procurement Directors

1. Additional lines with default values will display in the Shopping Cart, Purchase Order, RFx, and Contract when editing. Examples of each are shown below.

[illegible]

# Weekly Update

May 25, 2016

### Change Purchase Order

[Order](#)
[Save](#)
[Print Preview](#)
[Check](#)
[Close](#)
[Export](#)
[Import](#)
[Related Links](#)

Purchase Order Number: 4600477841 (Change Version)
Purchase Order Type: Blanket PO
Status: In Process
Document Date: 03/07/2016
Total Value (Gross):

[Overview](#)
[Header](#)
[Items](#)
[Notes and Attachments](#)
[Approval](#)
[Tracking](#)

#### General Header Data

Smart Number: Simplified Office Systems-Lori?

☐ Smart Number is External

Purchase Order Number: 4600477841

Supplier: 7000170035 [SIMPLIFIED OFFICE SYSTEMS](#)

Requester: 16018 [BETTY DENNIS](#)

Recipient: 16018 [BETTY DENNIS](#)

Location: 64 [Human Affairs Commission](#)

Ship-To Address: 94 [Lori Dean](#)

Purchasing Organization: SCEIS Purchasing Organization

Purchasing Group: Human Affairs Commission 410 [Show Members](#)

Total Value (Net): 450.00 USD

Default Settings: [Set Values](#)

Note to Supplier:

Internal Note:

#### Item Overview

[Details](#)
[Add Item](#)
[Copy](#)
[Paste](#)
[Duplicate](#)
[Delete](#)
[Undelete](#)
[Propose Sources of Supply](#)
[Add Condition](#)
[Remove Condition](#)
[Exercise Option](#)
[Order as Direct Ma](#)

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Op
1		Material	1		Monthly Maintenance Agreement	60072	450.00	EA	USD	1	1.00	
		Material	0				0.000	USD		0	0.00	
		Material	0				0.000	USD		0	0.00	
		Material	0				0.000	USD		0	0.00	
		Material	0				0.000	USD		0	0.00	

## Weekly Update

May 25, 2016

## Edit RFX :

Read Only Close Publish Save Check Print Preview Delete Import Related Links

RFx Number	5400011390	Smart Number	SHANVEY Testing Line Items	Type	Invitation For Bid	Status	Saved	Created On	04/20/2016 16:15:31	Created By	Mr. Sam Hanvey, CPPB
Version Number		Version Type	Active Version	External Version Number							

RFX Information

## Bidders

### Items

Notes and Attachments

### Weights and Scores

Approval

### Tracking

## ▼ Item Overview

☐ RFx Response Required for All Items ☐ Bidder Can Add New Items ☐ Allow RFx Response Modification ☐ Bidder Can Change Quantities

Details Add Line Add Subline   Cut Copy Paste Delete

[illegible]

Change Agency Value Cont. 4400012930

Read Only Close Release Save Check Print Preview Export Import Delete Park Related Links

Contract Number	4400012930	Smart Number		Contract Type	Agency Value Cont.	Status	Saved	Contract Owner	<a href="#">10564 Sam Hanvey, CPPB APM</a>	S
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## Overview

Header

### Items

Notes and Attachments

### Conditions

### Authorization

Approval

### Tracking

## ▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

[illegible]

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*May 25, 2016*

2. The Vendor's response cannot be changed through Surrogate Bidding by the Buyer in SCEIS if the Vendor entered the RFx response in SCEIS, then placed the response in the "Save" status and decided to submit a paper copy rather than "Submit" the electronic version. If this scenario occurs, contact the SCEIS Help Desk. There could be different solutions depending on the circumstance.
3. The price cannot be changed in the Shopping Cart if the contract line Item Category type was created as a Normal. Refer to communications dated March 21, 2016, and April 15, 2016.